

Job Opportunity Town Clerk's Office

Town Clerk Assistant:

Skill in use of a personal computer, office practices and procedures, record maintenance, ability to deal with the public in a professional manner. Ability to plan, organize and work independently. The successful candidate will be trained to be responsible for keeping motor vehicle records, vital statistics, election, and motor vehicle law. The assistant will also serve as an election official.

Job requirements include that the candidate must be a resident of New Boston, commissioned as or willing to be commissioned as a Justice of the Peace and/or Notary Public. Certification provided by the New Hampshire Department of Motor Vehicles to use the state computer program. High School Diploma or GED is required. The successful candidate must have the ability to be flexible with hours. Schedule includes every Wednesday 12-7pm, Election Days, along with assistance in preparing for elections. Should also be available to cover for vacations or illnesses.

Please respond in writing or e-mail: Kim Colbert, PO Box 250, New Boston NH 03070 or k.colbert@newbostonnh.gov